

MANAGEMENT MEMO

SUBJECT: PERSONAL LEAVE PROGRAM	NUMBER: 96-27
REFERENCES: Supersedes Management Memo 95-17	DATE ISSUED: 10/09/96
	EXPIRES: 10/09/97
	ISSUING AGENCY: DEPT. OF FINANCE/ DEPT. OF PERSONNEL ADMINISTRATION

Under the Personal Leave Program (PLP) implemented in July 1992 and ended in December 1995, each state employee was credited with one day's leave credit per month for 18 months or longer in exchange for a 5 percent salary reduction. This time was to be taken by the employee as vacation, cashed out upon separation from state service, or cashed out if the employee moved from a Special Fund department to a General Fund department.

While we estimate that the above actions may have significantly reduced PLP balances, additional measures are necessary to achieve the goal of reducing the State's PLP liability to zero over the next two years.

To accomplish this goal, departments should continue to allow employees to take as much time off as possible using PLP credits, subject to operational needs. In addition, departments, at their discretion, may buy back employee PLP credits subject to the following conditions:

1. There will be no additional appropriation to fund this buyback.
2. There shall be no reduction in program delivery or services to the taxpayers resulting from this buyback.
3. The buyback shall be voluntary on the part of the employee.
4. Departments may offer to buy back all or part of an employee's personal leave credits at any time within budgeted resources.
5. All departmental employees must be given the same opportunity to sell back the same number of PLP credits. For example, departments may not offer to buy out more PLP credits for supervisors and managers than they offer to represented employees, or offer to buy out employees in one division, unit, section, or institution, but not another.
6. Departments are to report any PLP buyback to the Department of Personnel Administration (DPA), Classification and Compensation Division, 1515 "S" Street, North Building, Suite 400, Attention: Jerri Judd.

For represented employees, no notice to the unions or meet and confer is required as the State has the right to buy back PLP credits at its discretion.

If you have any questions, please contact Jerri Judd, DPA, at (916) 324-9415 or your Department of Finance budget analyst.



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